



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
05-2015

OPEN TO: All Interested Candidates
POSITION: Custodian, FSN-01*; FP-DD** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: March 24, 2015
CLOSING DATE: April 07, 2015
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 720,683* (Grade 01)

ALL APPLICATIONS CAN BE SUBMITTED IN FRENCH

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Custodian in the Ground and Building Section.

BASIC FUNCTION OF POSITION

The incumbent performs a range of custodial duties in the Embassy and associated buildings. S/he works alone or in a group with fellow custodial members. .

Work entails cleaning offices, corridors, stairways and other assigned areas. The incumbent cleans restrooms- sweep, mop and wax the floors -. S/he cleans, disinfects and deodorizes lavatories, commodes, and other restroom fixtures; polishes and cleans mirrors, water fountains; dusts woodwork and furniture. Replaces soap, deodorizers, towels and toilet tissues. Additionally, the incumbent is responsible for reporting broken or non-functional items (i.e. windows, drains, and plumbing).

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion elementary school is required.
- 2. Prior Work Experience:** Six month janitorial experience is required.

3. **Language Proficiency:** Level I English, Level II French and Arabic are required
4. **Other criteria:** Basic knowledge of cleaning and the use of housekeeping materials.
5. **Other Skills and Abilities:** Must be able to perform basic physical work, alone or in a group. Employee is required follow all OSHA rules and regulations.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.

Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.

Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); or
2. A current resume or a curriculum vita that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION
WILL NOT BE CONSIDERED.**

CLOSING DATE FOR THIS POSITION: April 07, 2015

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Custodian, Vacancy Announcement # 05-2015

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**

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